FIXED ASSET SYSTEM (FAS)

FINDING AND USING ASSET CLASS CODES FOR DATA ENTRY

INTRODUCTION

In this document:
- ✓ Overview of Class Codes
- ✓ Using the FAS Descriptor Tables and Class Codes Documentation
- ✓ Using the Class Code Table in FAS

This document is intended for data entry activity.

OVERVIEW OF ASSET CLASS CODES

The Office of the State Controller, Division of Statewide Accounting, maintains the statewide asset class code list. **Class Code** is a four-digit element used in FAS to classify specific types of assets into groups (e.g., trucks, desks, computer hardware, etc). In addition to placing assets into groups, class codes define the property class and the useful life of an asset
Class Code is a **<u>required</u>** State-defined element on FAS Property File records and is used when entering an asset directly in FAS.

FINDING CLASS CODES FOR DATA ENTRY

USING THE FAS DESCRIPTOR TABLES AND CLASS CODES DOCUMENTATION

A complete list of the class codes that you can use for data entry, as well as a description of FAS Descriptor Tables, is in the FAS Descriptor Tables and Asset Class Codes document. This can be a useful document to print, although be sure to check the State Controller's web site for any updates or changes to the list.

USING THE CLASS CODE TABLE IN FAS

In addition to this document, the Class Code Table can be found within FAS:
1. Type **30** in the **FUNCTION** field of the FAS Main Menu.
2. Type **R** in the **FUNCTION** field to recall a table.
3. Type **02** in the **Table-ID-Number** field and press ENTER. The '**02**' is the Class Code table.
4. The Class Code table is displayed with the first class code that it has in its list.
   Type **N** in the **FUNCTION** field and press ENTER to scroll to the next class code. Press

the ENTER key repeatedly to scroll through the list of class codes (in numerical order of the TABLE-ENTRY-KEY).

Below is an example of the class code table in FAS

Example of the Class Code Table in FAS

```
   VERSION 3.1          FAS--DESCRIPTOR TABLE MAINTENANCE/INQUIRY          S030

 FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)

 TABLE-ID-NUMBER: 02 CLASS CODE TABLE

                  ....|....1....|....2....|....3....|....4....|....5

 TABLE-ENTRY-KEY: 0405

                   CLASS CODE

 REFERENCE-DATA: 050R28W28W58W6

                 U-LIFE,PROP,WIP,TC

         TITLE: OFFICE BUILDING - SINGLE AGENCY OCCUPIED
```

The **REFERENCE-DATA** field will show a string of numbers and/or characters. Below that string will be a corresponding list of data elements.
In the example above the TABLE-ENTRY-KEY is 0405 and the TITLE is OFFICE BUILDING - SINGLE AGENCY OCCUPIED.
The class code for is 0010. The components of the REFERENCE-DATA field that will interest you are the first two data elements:

- U-LIFE - Useful Life. Used in the calculation of depreciation. It is an estimate of the number of years that an asset is expected to last)
- PROP – Property. Either Real or Personal. Personal property is any property that is not real property and that is movable or not attached to the land. Real property, or real estate, consists of lands, possessory rights to land, ditch and water rights, and mining claims, both lode and placer.

In this example The U-LIFE is 50 (years) and the type of asset is 'Real'.

The Useful Life and Property type are both listed for every class code in the FAS Descriptor Tables and Asset Class Codes document, so you do not always have to look up the class code table in FAS.

If you were to recall TABLE-ENTRY- KEY 1012, you would see that an asset type of SCAFFOLDING EQUIPMENT AND LADDERS has a Useful Life of 30 years and is classified as a Personal asset:

```
VERSION 3.1         FAS--DESCRIPTOR TABLE MAINTENANCE/INQUIRY        S030

FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)

TABLE-ID-NUMBER: 02 CLASS CODE TABLE

                 ....|....1....|....2....|....3....|....4....|....5

TABLE-ENTRY-KEY: 1012

                 CLASS CODE

 REFERENCE-DATA: 030P48W48W58W6

                 U-LIFE,PROP,WIP,TC

            TITLE: SCAFFOLDING EQUIPMENT AND LADDERS
```